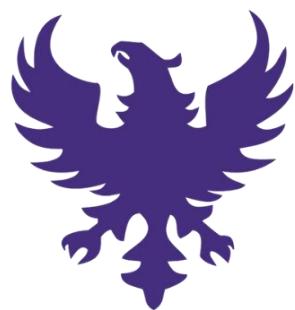




SALENDINE NOOK  
HIGH SCHOOL



# CANDIDATE INFORMATION PACK

## TEACHING ASSISTANT



Heritage MAT  
Excellence through collaboration

## Educational Teaching Assistant

### JOB DESCRIPTION

<b><u>Trust School:</u></b>	Salendine Nook High School
<b><u>Grade:</u></b>	6 £26,403 FTE (Actual £17,439)
<b><u>Hours:</u></b>	28.75 per week- term time only
<b><u>Contract type:</u></b>	Temporary
<b><u>Reporting to:</u></b>	SEND Manager
<b><u>Responsible for:</u></b>	None
<b><u>Job Purpose:</u></b>	To work under supervision, direction and guidance of the teaching/senior staff. Assisting teachers in the overall delivery of the curriculum and undertake work/care/support programmes to enable access to learning for all students. To support the teacher in all aspects of learning and management in the classroom. Work may be carried out in the classroom or outside the main teaching area.

### Key Responsibilities

#### **Supporting the student**

- To provide support and guidance under the direction of the teacher on a one to one basis or to teams of students in their core skills and curriculum needs as per school policies/practices.
- To actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- As required to deal with students who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Principal.
- As required, to deal with the personal care and comfort and necessary minor medical treatments of students, i.e. toileting and intimate care issues (as per school guidance and direction).
- To contribute to plans, reviews and evaluations of students by monitoring and recording students' progress and attendance at meetings as required.
- To provide lunchtime cover as required.
- To be first aid trained as required.

## Teaching and learning

- To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
- To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.
- Under the guidance of the teacher, supervise activities and assist with the general management of students in school.
- Under the direction of the teacher provide one to one support to students or working with small groups of students on pre-planned activities, to reinforce the teacher's approach.
- To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.
- To provide basic clerical duties where required e.g. Photocopying, filing etc.
- Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- Under the guidance of the teacher, work with individuals or groups of students in accessing school library and in the use of ICT and other relevant resources to support learning.
- To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.
- As directed by the teacher to promote good student behaviour, dealing promptly with conduct and incidents in-line with established policy and encourage students to take responsibility of their own behaviour.
- To undertake relevant training and development as required from time to time by the Principal or Trust, and be involved in ongoing development reviews of skills and competencies.

## Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of the student with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, students, and parents and carers.
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their roles, to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Professional development**

- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development opportunities to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school

### **General Duties:**

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the school's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

## Person specification

### **Qualifications and training**

- Preferably GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths

### **Experience**

- Experience working in a school environment or other educational setting
- Experience working with children / young people with special educational needs (SEN)
- Experience planning and delivering learning activities

### **Knowledge and Skills**

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with students and adults
- Skills and expertise in understanding the needs of all students
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students
- Excellent verbal communication skills
- Ability to work as part of a team and to be flexible in their approach to daily routines
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly in using ICT to support learning

### **Personal Qualities**

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with students
- A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding student wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people



The Heritage Multi Academy Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the Heritage Multi Academy Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.